WebAdMIT Application Review Process Manual

Accessing WebAdMIT

- **Log In to myCoyote:**
  - Navigate to myCoyote and log in.
  - Go to "**Administrative Systems**" and select the "**WebAdMIT**" tile.

- **Navigating the Dashboard:**
  - Ensure you are in the correct "**Organization**" (*Graduate, Credential, or Extension*) and "**Cycle**" using the top-right drop-down box.
  - View applications by "**Local Status**" on the dashboard. Click the Cal State Apply logo to return to the dashboard at any time.

Finding Applicants/Reviewing Applications

- **Search for Applicants:**
  - Click "**Applicants**" then "**Search.**"
  - Search by Local Status, such as "**Ready for Department Review**."

  - Alternatively, click "**Ready for Department Review**" on the right-hand side menu for a list of applications ready for review.

- **Accessing Applications:**
  - Click the student's name to open their application.

	Name & Cal State Apply ID	Email	Designation	Appl. Status	Local Status	Decision
☑	Vang, Victoria ◄─		Biology (Fall)	○ Complete	Ready for Department Review	None

Application Sections

- **Documents:**
  - There are several tabs that include the full application PDF, unofficial transcripts, program materials, and other supporting documents.
  - Download the application using the "**Full Application PDF**" link.

▼ **Documents**			
Applications (1) Transcripts (1) Applicant Uploaded Documents Application Level (0) Applicant Uploaded Documents Program Level (2) Admissions Uploaded Documents (2)			
Document	Designation	Received	Last Printed Date
📕 Full Application PDF ◄─	Biology (Fall)	May 15 2024	-

- **GPA Summary:**
  - The "**Graduate Applicant GPA Summary Worksheet**" is available in the "**Admissions Uploaded Documents**" tab.
  - Additional documents uploaded by the office will be under "**Admissions Uploaded Documents.**"

▼ **Documents**		
Applications (1) Transcripts (1) Applicant Uploaded Documents Application Level (0) Applicant Uploaded Documents Program Level (2) **Admissions Uploaded Documents (2)**		
Attached Document Name	Upload Date	Uploaded By
GPA Summary ✖ ◄─	May 15 2024	Cecilia Farmer
Evaluation Transcripts ✖	May 15 2024	Kimberly De Leon

Limit of 15mb per file, 8 files per Applicant. Allowed file types are: .pdf, .doc, .docx, .txt

Description: [ ] [Browse...] No file selected.

[Upload File]

- **Evaluations:**
  - Completed recommendation letters and evaluator details are in the "**Evaluations**" Section.

Document	Designation	Letter Type	Evaluation Status	Received Date	Evaluator	Evaluator Details	Overall Recommendation	Evaluation Details	Last Printed Date
📄 Evaluation	Biology	-	🟢 Completed	May 15 2024	David Rhoads	Evaluator Details	Highest	Evaluation Details	-
📄 Evaluation	Biology	-	🟢 Completed	Apr 25 2024	Angela Horner	Evaluator Details	Highest	Evaluation Details	-
📄 Evaluation	Biology	-	🟢 Completed	Apr 24 2024	David Smith	Evaluator Details	Highest	Evaluation Details	-

- **Emails:**
  - Track previous email communications and send new emails directly from WebAdMIT.
  - Replies will go to your CSUSB email.

Making a Decision

- **Changing Local Status:**
  - Update the local status in the "**Designations**" section to one of the following:
    - *Accept – Classified*
    - *Accept – Conditionally Classified*
    - *Denied*
    - *Student Declined*
    - *Application Withdrawn*

- **Providing Conditions or Reasons:**
  - For conditional admissions or denials, add details in the "**Notes**" section.
  - If admitting a student who applied to both a master's and credential program, provide:
    - *Credential Status number*
    - *Credential Class number*
    - *Single Subject Matter Area number*

*** **Note**: Do not admit students who are not in "**Ready for Department Review**" status. ***

Post-Review Process

- After entering your decision, graduate admissions evaluators will update PeopleSoft accordingly.
- Students will receive an official email regarding the admissions decision the following day.
- If students wish to appeal the initial admission decision, they must follow the appeal instructions and submit the Graduate Admission Appeal Form within 15 days of receiving the denial notification.

Sending Batch Emails

This feature will facilitate communication with in-process applications when programs seek to engage in recruitment efforts or provide information sessions.

- **Search Applicants:**
  - Use "**Search applicants**" to find "**In Progress**" applicants. These applications are not yet finalized in Cal State Apply and will not be processed until the application fee is paid.

- **Compose and Send Email:**
  - Click "**Search Actions**" and select "**Email Checked Applicants**."

- Select "**CSUSB Template**" and compose the email. Ensure to fill in the "**Subject**" field.

- The system will generate the student's first name, last name, CAS ID, and Coyote ID for you.
- Click "**Send**." Student responses will go to your CSUSB email.